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# A Job for You

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## Government of Canada

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## **Foreword**

This booklet has been prepared by the Civil Service Commission of Canada to tell secondary school students and vocational guidance teachers about some of the excellent employment opportunities in the Civil Service of Canada and to encourage promising young men and women to seek their careers in the federal service.

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## Introduction

Have you thought about getting a job when you have finished school?

Do you know that there is a great variety of interesting jobs across Canada with the federal civil service?

If you had time to count these jobs you would have a list of skills needed in almost every business and industry in Canada; skills needed for jobs ranging from stenographers to laboratory technicians. This booklet tells about some of the jobs open to you — the young man or young woman with a secondary school education. It will give you an idea of the progress you can make while working in the federal civil service. It will tell about the possibilities you might not have considered before. For example, did you know that there may be job openings for you in your own town or city as well as in Ottawa? (Only one-quarter of the federal civil servants work in Ottawa; the rest are located throughout Canada or even in other countries.) Did you know that the conditions and benefits of employment in the government service are in line with those offered by the best employers in Canada and in some areas the federal civil service is a leader in the field?

The Civil Service of Canada is the largest employer in Canada. Some 15,000 people enter the service each year and many more are promoted within the service. Government employees and their work are part of the

everyday life around you. There are many examples. The coins in your pocket come from the Mint in Ottawa. The weather forecast comes from a meteorological station near you. Letters from your friends are delivered by the post office closest to you. This booklet was written, typed, printed, and sent to you by civil servants.

Every job in the service plays its part in the development of our country whether it concerns forestry, external affairs, public works, or the mail. Civil servants put into action the laws and policies laid down by the Parliament and the Government. Employment in the service is challenging and rewarding. You can have a stimulating career at a good salary with excellent possibilities for advancement based on your merit. You can have a fine opportunity to use your talents and to develop your potential while serving your country.

Your decision about a future career is extremely important. Therefore, it deserves serious and careful consideration. This booklet was prepared especially to help you make that decision. But before you start reading about these jobs — a few words of explanation.

Because the civil service employs so many people in such a variety of jobs it is necessary to classify these jobs for easy reference. As you read this booklet keep in mind that any one job is called a position and that

similar positions are grouped into classes such as clerks, stenographers, and technicians. Within these classes there are levels called grades, for example, clerk 1, clerk 2, and clerk 3. The higher the grade is, the greater the range of duties and responsibilities which belong to any one job or position. Naturally your pay will be increased as you are promoted from level to level as well as during the time you are working at a particular level. And of course, your promotions depend on you.

Remember too, that this booklet offers only a short description of some of the jobs available to you. If you wish to learn more about these or other jobs, any office of the Civil Service Commission of Canada, listed in the back of this booklet, will be glad to help you. You may also get more information from posters displayed in the Post Offices and National Employment Offices.

The basic qualification for most of the jobs described in this booklet is education or training equal to

that normally gained through 10 progressive years of school. Some of the jobs require people who have completed secondary school (grade 11 or 12 depending on the province). And a few jobs require people with some work experience as an additional qualification to education or training.

You should remember that the qualifications outlined as necessary for each class described in this booklet are only the basic ones. If you have more qualifications these will not only help you to get a job in the service but will help you to make better progress once you are a civil servant. Therefore, it is in your own interest to get the best possible education and training you can.

You will find information about the method of entering the service, salaries, benefits and working conditions, and promotions contained in a special section at the back of this booklet.

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*Civil Service salaries are not shown for the various classifications listed in this booklet. At any time, you may get up-to-date information on the salary for any class by requesting CSC FORM 400 — A JOB FOR YOU WITH THE GOVERNMENT OF CANADA at Civil Service Commission district offices or by writing to the Civil Service Commission, Ottawa. When employees are needed for a particular class, a poster or newspaper announcement will give the pertinent details.*

# Office Careers

The basic qualification for these jobs is education or training equal to that normally gained after 10 progressive years of schooling. However, if you have completed secondary school (grade 11 or grade 12 according to provincial educational standards) you will be paid more for this additional qualification. If you have completed another year (after grade 11 or 12) you will be paid an even higher starting salary. You may also be paid a higher salary for any work experience you have.

## *Clerks*

Clerks are employed in large numbers and in almost every division of the government service. And many good careers have begun with clerical experience. Duties are extremely varied ranging from simple filing to administrative work.

**Some of the areas of work to which a new clerk may be assigned are registry and mail, accounting and bookkeeping, supply control and procurement, library, personnel records, statistics, mathematical calculations, editing, information, and reception.**

In some clerical positions a knowledge of typing is an asset and for positions of library clerk and receptionist it may be an essential requirement. Positions which are predominantly clerical but which call for some typing are regularly filled by clerks with typing.

For appointment to the service as clerk 1, no previous office experience is required. The qualifications of candidates are usually examined by means of a written examination that tests clerical aptitude and by an interview to determine personal suitability for various positions.

The clerk 2 level requires two years of experience related to the type of work already mentioned. This requirement may be reduced to one year if you have completed your secondary school education or higher. For the clerk 3 level the experience requirement is four years

of related experience but this too may be reduced for those who have secondary school education or higher on a year for year basis to a minimum of one year of experience. Correspondingly, in the other grades academic qualifications may be accepted instead of related experience but at the higher levels the minimum experience requirement may not be reduced below two years.

As you become fully trained in your field of work and gain the required experience, you may become supervisor of junior employees and be called upon to devise improved methods of performing the work or you may be recognized as a specialist in your particular field. At the present time there are seven levels of clerks, five of which are at the supervisory level. Clerks at higher levels often move into the administrative officer class as a result of their training, experience, and ability.

Clerical work provides good training for higher positions and promotional opportunities are numerous. You can look forward to moving up the ladder when your work and qualifications warrant it. Advancement is usually made by entering competitions held within your own department though you may also enter competitions open to civil servants in all departments.

#### *Typists*

Few modern offices can operate without typists, and the Canadian civil service employs more than 5,000 of them in its various departments to type correspondence, reports, financial statements or statistical tables, to set up material for reproduction, to transcribe from dictating machines, and to perform many other related duties.

There are three grades in this class; typist 1, typist 2 and typist 3, depending upon the difficulty of the work to be performed. Appointments are generally made at the junior level of typist 1 for which no



*Clerks search for facts in filing sections which they help maintain and keep up to date*



*Typist copying a document  
to be used in a research project*

experience is required. Applicants, who must be at least 16 years of age, take a written test in general knowledge and a copy typing test requiring accuracy at a moderate rate of speed. If you pass the tests you will be interviewed to determine your suitability for this type of work.

As a junior employee you begin work in a transcribing unit where a group of typists work under the guidance of an experienced supervisor preparing correspondence, setting up reports, and memoranda, cutting stencils and copying documents. If you have secondary school graduation and one year of related experience, or else have two years of experience you will have an opportunity for promotion to the typist 2 level.

Some of these positions may also be located in transcribing units. The work at this level may include the typing of lengthy reports involving technical, scientific, legal or medical terms, the setting up of tables, charts or specifications, the preparation of material for publications, and the use of dictating machines.

When you are able to do highly specialized and difficult typing requiring a high standard of accuracy and speed, or you are able to transcribe correspondence or reports from dictating machines you may be promoted to the senior position of typist 3. You must have at least three years of responsible experience or a combination of education and experience to qualify as typist 3. At this level you may have the opportunity to train and supervise junior staff members.

#### *Stenographers and Secretaries*

Do you picture yourself one day becoming the efficient, and almost indispensable secretary of a senior executive? There are such opportunities in Canada for bright, intelligent young people with stenographic skill and the ambition to succeed, and the federal civil service needs a

considerable number of them to serve the senior officials who help to administer the laws of our country.

These positions are usually filled by employees who start as stenographers and then are promoted as they gain experience and knowledge of the work of their organization.

The interesting work and the excellent opportunities for promotion to more senior positions make the stenographer class one of the most attractive in the civil service. Applicants with no experience are appointed in the junior grade of stenographer 1 if they pass shorthand and typewriting tests and after an interview are considered to be suitable for this type of work. Those who have completed secondary school (grade 11 or grade 12 according to provincial education standards) may start at a higher salary than those with lesser educational qualifications. Those with education beyond secondary school graduation may start even higher.

Junior stenographers are usually assigned to a transcribing unit where a number of stenographers and typists work under the direction of a supervisor, taking and transcribing dictation from a number of officers, preparing routine correspondence and reports, and upon occasion typing from dictating equipment or performing some related clerical duties.

Opportunities for promotion to stenographer 2 are very good since most departments of the government service have large number of these positions. Such a promotion requires at least two years of experience or completion of secondary school and one year of experience. Stenographers 2 may also be located in a transcribing unit, but the supervision is less direct and the work is of a more technical and complex nature.

Stenographers 3 perform difficult and varied stenographic duties

and may substitute for absent secretaries or assist in the supervision of a transcribing unit. They must have three years of experience or secondary school graduation and two years.

There are five secretarial classes starting with stenographer 3, secretary which requires at least four years of experience or secondary school graduation and three years. Employees in this grade perform junior secretarial duties such as taking difficult dictation, acting as receptionist, preparing routine letters, keeping office records and making travel arrangements. In the intermediate grades for secretaries, for which additional related experience is required, the work performed is more responsible and varied, and requires initiative and judgement. In the more senior secretarial grades are found secretaries to deputy ministers of departments or chairmen of government boards and commissions. These secretaries must have extensive experience and a wide knowledge of the work of the organization they serve and are able to relieve the executive officers of many routine duties.

As a substitute for work experience stenographers 2, stenographers 3 and the junior secretarial class, may have a university degree in secretarial science or a diploma for a three year secretarial course at a technological institute for which completion of secondary school education is an entrance requirement.

The civil service is the largest employer in Canada and a very large number of students graduating from secondary schools are needed as stenographers in the service. Within the service an even larger number of employees are promoted to higher grades because of their satisfactory service.

#### *Foreign Service Stenographers, Secretaries and Clerks*

Have you ever wished that you could live in Paris, or Rome, or

Tokyo, or Rio de Janeiro, or in some other interesting places, but thought this was only a dream? It could happen to you if you plan ahead and prepare yourself for a career in Canada's foreign service.

Because of Canada's growing importance in world affairs, her foreign service has greatly expanded its operations and now has 77 offices in 60 countries. This expansion has created a need for mature, responsible employees to work as clerks, stenographers, and secretaries with the Department of External Affairs and the trade commissioner service of the Department of Trade and Commerce. These departments can offer careers with interesting work and opportunities for advancement in their offices throughout the world, and in Ottawa, on a rotational plan. Watch for special posters announcing competitions to qualify for these positions when you can meet the entrance requirements.

If you are a Canadian citizen, have lived in Canada for at least 10 years, and are between the ages of 21 and 40, you may be eligible. As these positions are very responsible ones they are at an intermediate level and therefore you must have the experience necessary for such work. In addition, only female employees are accepted in the stenographer and secretarial classes. For some positions, a knowledge of both English and French is required. Examinations are the same as those mentioned earlier in the booklet for these classes. If you are successful as a candidate you will take a comprehensive medical examination to see if you are fit for posting to any office abroad, many of which are located in tropical climates. Furthermore, you will be expected to serve wherever you are needed, not just in the countries that may interest you the most.

Initial appointments are made at Ottawa and a posting abroad usually comes within a year. A term abroad will be from 2 to 3½ years, depending upon living and climatic conditions. Upon completion of a

*Stenographer takes dictation in preparation of a report*



term abroad, you will be given home leave which is usually followed by a period of duty in Ottawa before going to another post abroad.

Stenographers and secretaries may be appointed in two classes, stenographer 2 or stenographer 3, secretary, according to the qualifications of the applicant. The minimum requirement for these classes can be checked in the section dealing with stenographers and secretaries. Your shorthand and typewriting skill will be tested and if you are successful you will be called to oral examination to determine your suitability for this type of employment.

Administrative employees are usually appointed as clerks 3 and the minimum requirements for this class are given in the section dealing with clerks. Competitions to fill such positions are held according to the needs of the departments, and the examination consists of a general knowledge paper and an oral examination.

Besides the regular civil service salaries for these classes, non-taxable living allowances are paid while abroad as well as assistance with rental payments.

#### *Communicators*

The federal government has a number of communication centres throughout Canada and in Canadian missions abroad. Communicators operate or supervise the operation of a variety of equipment in preparing, receiving, transmitting and relaying messages by landline or radio, including the use of teletype, page printers, perforators, reperforators and tape relay equipment.

The communicator 1 is the entrance grade and there are good opportunities for you to advance to grades as high as communicator 5.

To apply as communicator 1 you must be at least 18 years of age and have a minimum of two years of office experience on clerical work, typing or teletype work or both. You must obtain at least 50 words a

minute net in typing or 35 words a minute net on teletype operation. Most operations are on a 40-hour week, 24-hour shift work rotational basis.

For those communicators who are interested in the Department of External Affairs the same conditions and benefits apply as outlined for foreign service stenographers, secretaries, and clerks.

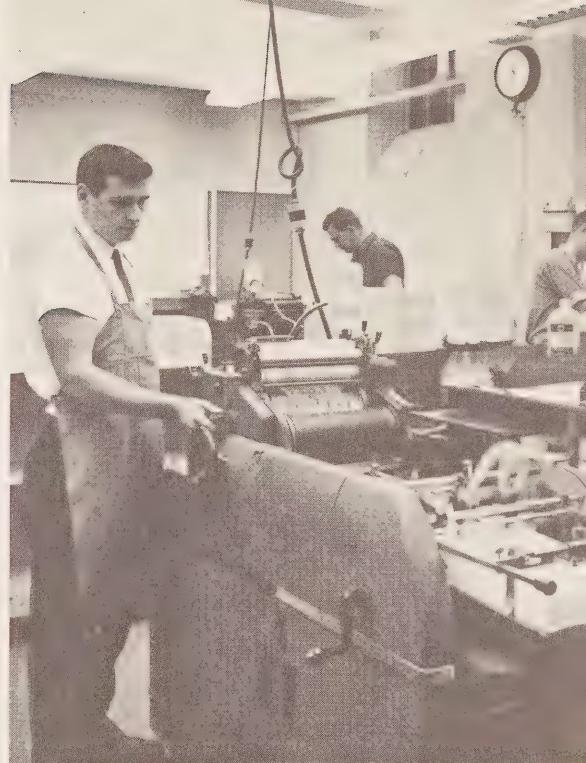
At the communicator 2 level you may act as the shift supervisor. Because of the nature of the equipment and media, the pressure during rush hours and the 24-hour shift operations which makes it necessary for one or two operators to remain alone on a "slow" shift, even junior operators are required to use more than ordinary judgement and care. Promotion will normally be from one-operation to multiple-operation centres or through the senior operating and supervisory classes. In some cases, after special training, advancement may be possible to technician classes.

#### *Office Equipment Operators*

During the past decade the mechanization of office operations in the federal civil service has progressed very rapidly. This has opened the way to interesting careers in the expanding field of office equipment operators.

In addition to the electronic data processor class outlined in another section of this booklet, the federal civil service has the following classes of office equipment operators: **Bookkeeping Equipment Operators, Calculating Equipment Operators, Office Composing Equipment Operators and Duplicating Equipment Operators.**

Keep in mind that to be eligible for employment you need to be fully trained on only one of many machines used in this type of work.



*Duplicating equipment operator starts run on one of the many pamphlets printed for use within the service*

### *Bookkeeping Equipment Operators*

These operators have, where possible, replaced the bookkeeper or clerk in the posting of accounts. A variety of bookkeeping equipment is used including the typing and non-typing keyboard models such as accounting, posting and synchromatic machines.

### *Calculating Equipment Operators*

Automatic figure work has also taken a prominent place in government offices. Calculating equipment operators are found in large numbers at the Dominion Bureau of Statistics, the Post Office Department and other departments. Your duties will involve all mathematical computations including averages, ratios, percentages with the use of comptometers and semi-automatic or fully automatic calculators.

### *Office Composing Equipment Operators*

These operators are responsible for the operation of varitypers or justifying electric typewriters and justowriters which produce material made to resemble printed matter, with different type styles and straight right-hand margins.

You may operate a flexowriter, an automatic keyboard writing machine, punching tapes which can be duplicated automatically. You may also operate the dual platen typewriters or cheque writers and the flat bed typewriters used for typing in bound books.

### *Duplicating Equipment Operators*

Work in this area includes the operation of the graphotype, a machine which embosses address plates and the addressograph which reproduces from the plates.

You may also use a great variety of photographic reproducers, simple duplicating machines for reproduction from stencils and more complicated offset process machines for reproduction from paper or metal plates.

For any of these classes outlined above prior experience is not required, but you must be trained in the operation of at least one of the machines and be capable of demonstrating your ability to operate such equipment with speed and accuracy.

These jobs provide good opportunities for advancement to higher levels. There are four grades of operators and three grades of supervisors. Competitions are advertised several times a year.

#### *Electronic Data Processors*

With the advent of electronic data processing into the business world keypunching is becoming one of the more important office skills. Basic information is punched on printed cards by a keypunch machine that operates something like a typewriter. Other machines in the system sort the cards at up to 2,000 cards a minute, and with a mechanical brain print reports, multiply, add, subtract, duplicate, and perform many other operations. As an electronic data processor 1 you will be trained for the alphabetic and numeric keypunch or verifying machines, the sorter, collator, reproducer, interpreter and tabulator or any combinations of this equipment, known as the punched card or unit record equipment. You will work at simple or moderately complex operations on key-punch, verifier or the less complex punched card equipment. You may operate electronic computer equipment and perform related clerical and tape library duties.

No prior experience is required but an acceptance course of training and evidence of ability to operate your relevant machine at a satis-

*A punch card operator records statistics in one of the data processing units of the government*



factory standard of production are requisites for this class. Formal and on the job training and practice will be provided for the first one to three months. Your work assignments will be carefully chosen and supervised to give you the necessary practical experience to develop your operating and card-handling skills. For the most part, while you are in the first four grades of this class you will operate a variety of equipment. In the next four grades you will have responsible supervisory and technical work on moderately complex problems. Opportunities for advancement are excellent as your knowledge and your skill improve.

For electronic data processor 5 to electronic data processor 8, a large portion of the relevant experience must have been on work involving supervision and independent operating. The experience necessary for these jobs may be reduced on the basis of six months experience for one year of education. In other words certificates for completion of secondary school or a recognized period beyond (for example, grade 12 or grade 13 according to provincial standards), or each year of university which has led to a completed degree, may be substituted for six months of experience. However, candidates must have a minimum number of years of relevant equipment operation which may include applicable recognized machine courses. They must also have demonstrated efficiency in the operation of a variety of machines, for example, a minimum of four years of relevant experience at the electronic data processor 6 level.

Beyond the electronic data processor 8 level there are good job opportunities to advance into the senior electronic data processor series, which provides for management positions to plan and develop applications, methods, and procedures for the automatic processing of a large

variety and volume of data through punched card or computer equipment or both.

When you become a qualified electronic data processor, you may move into the field of computer systems programming. A computer programme is a set of commands to the computer in a particular order, to perform specific operations. A computer systems programmer is required to write new programmes and in some cases to revise existing programmes which will produce specific types of information or analyses.

The electronic data processors or the computer systems programmers may wish to develop in level and skills and eventually become management analysts. A management analyst is responsible for the improvement of management practices using, along with modern techniques, the skills and knowledge he has acquired in his previous work.

No prior experience is necessary for you to become a computer systems programmer 1 but you must first prove an aptitude for programming by writing a civil service examination. Once accepted for the position formal and on the job training are provided for three to six months in such subjects as machine components and logic, commands, coding instructions and memory allocation, preparation and allocation of block diagrams and flow charts, development of operating and input and output instructions and board wiring. Work assignments are carefully chosen to provide you with the necessary practical experience. Before you can be considered for promotion to computer systems programmer 2, you must have 2½ years of closely related experience, of which 6 months must be programming experience. The experience requirement for all grades up to the 5 level may be substantially reduced if you have a university degree in a closely related field. Levels above this require a high degree of creative effort in using computers for difficult and complex scientific or business problems.



*Electronic data processors working in the Dominion Bureau of Statistics.*

The basic academic requirement for these jobs is completion of secondary school education (grade 11 or grade 12 according to provincial educational standards) which includes the general arts and science or technical courses. The specialized subjects which are desirable are outlined for each class. Entrance examinations are held according to the need for people, usually in the spring.

## *Draftsmen*

Draftsmen are employed in many government departments in Ottawa and at other centres across Canada. As a draftsman you may work in the following areas:

*architectural* — involving the preparation of drawings and specifications for buildings and structures, which includes floor plans, elevations, section and detailed drawings, and the materials to be used;

*engineering* — involves the preparation of drawings for various projects and research in the civil, electrical, mechanical, and structural fields;

*cartographic* — involves the preparation of map drafting projects such as topographic, geologic, and aeronautical maps and hydrographic charts.

The basic academic requirements for these positions are completion of secondary school education (grade 11 or 12 according to provincial educational standards) including the subjects algebra, geometry, trigonometry, and physics. You must also have an aptitude for drawing, manual dexterity, good vision, neatness, and accuracy.

No previous experience is necessary. Once you are in the service you will be given training on the job under close supervision. After

three years' training and experience you will become eligible for promotion and the opportunities for advancement in this field are excellent.

### *Technicians*

Technicians work at a variety of activities in the various government departments in Ottawa and across Canada. In general technicians have the following types of jobs.

#### *Electronics*

If you choose this field your job calls for the planning, installation, maintenance, adaptation, modification, and layout of telecommunication, electronic and certain associated electromechanical, electrochemical, and electrical equipment systems in support of professional and technical personnel.

To be eligible for this work you must have completed a technical or general secondary school education with courses in algebra, geometry, physics, and chemistry. You must have also completed a recognized technical course relating to electronics at a post secondary school educational institute.

#### *Engineering*

This involves technical work associated with and in support of engineers in research, development, tests, construction, and inspection.

You must have completed secondary school and taken courses in algebra, geometry, trigonometry, and physics.

#### *Laboratory*

The main duties and responsibilities involve technical work and testing in the laboratory in support of professional personnel conducting scientific studies.

*A draftsman trainee receiving instruction in cartographic drafting*





*Laboratory technician carries out field survey  
in a mobile laboratory*

The basic academic qualifications are similar to those outlined for engineering.

#### *Surveying*

These positions require technical field work in surveying, charting and mapping the earth's surface.

Similar academic qualifications to those detailed for engineering are a requisite. No previous experience is necessary. You will receive training on the job under close supervision. After a year's training and experience you will become eligible for promotion. Prospects for advancement in this work are very good.

#### *Cartographic Compilers*

Cartographic compilers are employed for the most part in several government departments at Ottawa. The main duties involve the assembly, analysis, evaluation, selection, and presentation of cartographic data for the construction of maps and charts.

The basic academic requirement for this work is successful completion of secondary school education with courses in mathematics and physics. You need no previous experience for you will receive training on the job. During this training detailed and specific instructions and standards covering all phases of the work is undertaken. For some positions stereoscopic vision is a requirement. This involves close co-ordination between hand and eye. To be considered for these positions you must take an eye test for visual acuity and depth perception. After three years' training and experience you will become eligible for promotion and your opportunity for advancement in this field is very good.

#### *Air Traffic Control Assistants*

Air traffic controllers have the increasingly responsible job of controlling aircraft at airports and on the airways in Canada. This job will

provide a great challenge to your ability as well as most interesting and rewarding work.

You will begin your training as an air traffic control assistant in a control tower or an area control centre near you. You will maintain records of aircraft movement, copy and distribute teletype messages, weather reports, and other information to controllers.

The air traffic control service is a continuous one and air traffic control assistants must work rotating shifts of eight hours' duration. The working environment is characterized by considerable background noise and during normal hours of darkness, tower lighting is reduced to a minimum to enable controllers to see aircraft operating in the vicinity of the airport.

To be eligible for this job you must have successfully completed secondary or technical school, have good pronunciation, and satisfactory physical condition. If you are interested in obtaining a position as an air traffic control assistant as the basis for a career as air traffic controller you should note that applicants for positions as controllers must pass a very rigorous medical examination before being qualified for training.

The job of air traffic control assistant leads to excellent opportunities for advancement to good careers. The level above assistant is air controller-in-training. If you enter the service as an assistant you will become eligible for this job when you reach the age of 20. If you enter the service at 20 you will enter as an air controller-in-training.

The Department of Transport is the only employer of air traffic control assistants in the public service. Specific competitions to fill positions in a particular air services region are open to qualified residents within the geographical boundaries of that region. For example, if you live in the Ottawa area and are interested in such a position you can apply in a competition advertised by the Toronto district office of the



Air traffic controller trainees learning to direct pilots by two-way radio

Civil Service Commission as Ottawa is in the Toronto air services region. If you wish to learn which air services region you reside in, you can do so by contacting either the local office of the Department of Transport or district offices of the Civil Commission listed at the back of this booklet.

#### *Technicians — Meteorological*

Meteorological technicians and senior meteorological technicians work at a variety of activities including weather observation and plotting, ice observation in shipping lanes, and administration and research work. However, before reaching this level you will receive training as a meteorological technician-in-training. The initial training is given at the Air Services Training School in Ottawa at government expense, and you will be paid while taking the four-month course in meteorological observing and plotting. This course is offered three times a year; in January, May, and September. On satisfactory completion of this course, you will be assigned a position as a technician 1 meteorological.

Once you become a meteorological technician you will take weather observations and code them for transmission by radio, telephone or teletype, and plot weather information on maps and charts.

Prior experience in training in meteorology is not necessary. The only preparation needed for entrance to this position is secondary school completion with special emphasis on physics and mathematics.

To be eligible for such work you must be able to make mathematical calculations rapidly and accurately. You must also be able to maintain harmonious working relationships with other employees as well as the public. Since many of the stations are in isolated or semi-isolated localities employees must be prepared to serve where assigned and travel by air. As the meteorological service operates on a 24-hour day, 7-day week basis you will also be required to work on shifts.

When you have enough work experience you may become a senior technician. Your duties will then include presenting weather information to pilots at airports; working as ice observers in areas where major shipping lanes are located, (much of this observing is done from aircraft); or, working in administrative, research, or training areas at headquarters in Ottawa.

As the Department of Transport is the only employer of meteorological technicians in the public service, specific competitions to fill positions in an air services region are open to residents within the geographical boundaries of that region as in the case of air traffic control assistants.

#### *Technicians — Forest Research, and Technicians — Forest Management*

Forest products are extremely important to the Canadian economy and we must continually improve the protection and management of forest resources. The Department of Forestry, with headquarters in Ottawa, is engaged in research in the field of forestry and forest products. Because of the importance of this work there will be considerable demand for trained persons in this field in the future and opportunities for advancement will be excellent.

#### *Technicians, Forest Research*

As a forest research technician you may be employed in any one of a number of fields, for example, forest botany, forest inventory, silviculture, forest biology. Such work may be either in the field or in laboratory and greenhouse operations.

Your field duties may include collecting material such as plants, seed or samples of insect and fungi damage; examining samples from all parts of trees for presence of specific insects and diseases; preparing soil pits for study of soil horizons, tree roots or



*Meteorological technicians study weather observing methods*

*Forestry technician recording results of survey*



drainage patterns; and counting seedlings in a designated area. Your laboratory and greenhouse duties may include cutting and preparing of root stocks for grafting; preparing specimens of plant tissues for microscopic examination; and preparing mixtures, solutions or media such as fertilizers, fungicides, herbicides, and insecticides.

The qualifications required are successful completion of forest ranger school or secondary school with courses in science and mathematics and approximately one year of experience. Forest ranger schools are located in several provinces providing instruction in all the varied forms of activities in which a ranger must be proficient. Information regarding these schools can be obtained through the Department of Forestry of the province in which you reside.

#### *Technicians, Forest Management*

As a Forest management technician you may expect to be employed in both field and office jobs. Field duties may include acting as compass man or chainman (a chain is a measuring instrument), on a forest survey crew; reading meteorological instruments and recording results; blazing boundary lines and marking trees and trails; and taking part in firefighting. Office duties may include using aerial photographs to identify landmarks, topography features, forest type and conditions; tabulating data obtained by field survey; and making simple arithmetical calculations.

To become a technician 1 in forest management you must have successfully completed secondary school or forest ranger school and have approximately one year of experience. You must also be in satisfactory physical condition.

If you have been unable to finish your secondary school education you may qualify for certain jobs where the completion of secondary school (grade 11 or 12 depending on the province), is not a necessary requirement — though it may be a desirable and perhaps useful one. Some of these jobs are outlined in the following pages. There are also a number of other jobs where the completion of secondary school is not a necessary requirement for employment. These include clerical assistant, laboratory helper, firefighter, fireman-labourer, gardeners, nursing orderly, packer and helper, and pump and sanitation services operator.

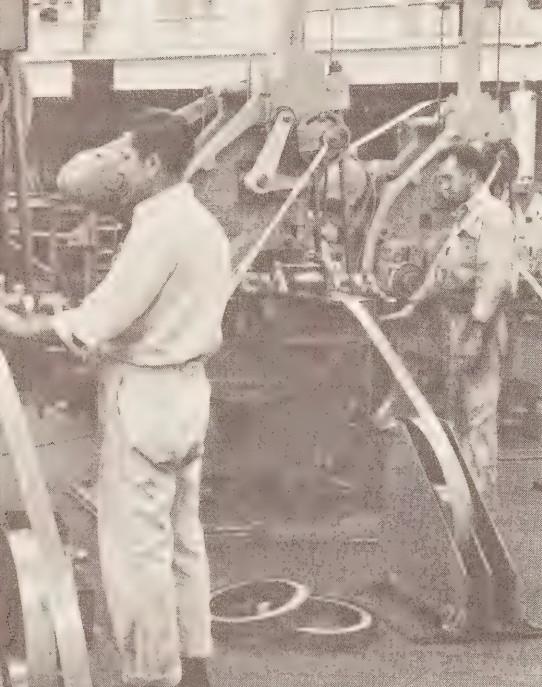
All such jobs provide on the job training with good opportunities for promotion and advancement in the service.

### *The Mint*

The Royal Canadian Mint, a branch of the Department of Finance performs two main functions; it provides Canadians with the coins in their pockets, and refines the gold received from Canadian depositors. Although these activities are steeped in tradition and romance, the operations are of a highly specialized industrial nature.

There are technical, mechanical and industrial operations and, because of the monetary value of the products involved, strict administrative control in all phases of the operation is exercised.

The majority of new employees entering the Mint service commence as mint craftsman 1 which is the entry and training classification. For such an appointment you must be in good physical condition, have mechanical aptitude, and be willing to work shifts and overtime. Since this type of work is unique, you are unlikely to have any experience, therefore you will be trained on the job. Following training — which takes approximately two years in all phases of operations — you will be promoted to mint craftsman 2, which is the normal working



*Mint craftsmen feeding metal coils into punch presses to make coin blanks*

level. Dependent upon openings and your success in competitions, you advance in the production areas to supervisory appointments or, if you possess special training and ability you may transfer to one of the several skilled trades.

The only positions of mint craftsman are in Ottawa where the Royal Canadian Mint is located.

As a mint craftsman you form the nucleus from which mint officers are chosen. If you have shown administrative and accounting abilities you may be chosen. However, the academic requirements are higher than for the mint craftsman class. As a mint officer you will gain experience on the job. Usually the advancement from craftsman to officer consists of being assigned duties as a junior mint officer on probation and if you demonstrate the required ability for security accounting and control, the administration of the various regulations, and good leadership you may enter into a good career where you may attain senior appointments.

#### *The Post Office*

The postal service in Canada requires 50,000 employees of whom more than 30,000 are full-time. The role of the letter carrier and that of the postal clerk serving at the wicket in a post office are well-known to the Canadian public. But behind the scenes there are many occupations open to you besides the basic jobs of sorting and despatching mail. For example, there are 3,000 supervisory positions and there are hundreds of specialists in a wide variety of occupations such as public relations, electronic data processing, transportation, personnel management, purchasing, and general office work. Your promotional opportunities are excellent because nearly all key jobs are filled from the ranks of postal workers.

**Letter Carriers** sort and deliver mail. As a letter carrier you will prepare mail for delivery along a prescribed route, handle bags of mail, sort mail and arrange it in order of delivery, and look after registered mail, C.O.D. and postage-due mail, changes of address, money collected, delivery of mail, and maintenance of records. You will work a 5-day, 40-hour week, spend approximately one-quarter of your working day inside the post office and the remainder on the route under varied weather conditions. Boot allowance, protective clothing and uniforms are provided.

To be appointed as a letter carrier you need not have previous postal experience. The entrance test consists of a written general knowledge paper and an oral examination.

You should have elementary school education but additional credit will be given for educational training beyond this level of education. The minimum age for this job is 18 and you must pass a prescribed medical examination proving you are in satisfactory physical condition.

The first advancement is normally made to the position of supervisory letter carrier. From this level you will have opportunities for promotion to higher grades in the postal officer class.

Postal clerks process and sort mail, or provide service directly to the public at a wicket or counter. Your typical duties will include receiving, sorting and despatching letters, circulars, newspapers, publications and parcels. Occasionally, you may be required to lift, empty or load bags of mail. You will work a 5-day, 40-hour week and in some positions you may have shift work and this will mean changing your days off, for example, Monday one week, Tuesday the next, and so on.

No prior experience is necessary. You should have elementary school education and additional credit will be given for educational

*Postal clerks sorting and cancelling mail*



training beyond the elementary school level. You must be 18 years old and must show satisfactory physical condition by passing a prescribed medical examination.

The entrance test consists of a written general knowledge paper and an oral examination. You should keep in mind that postal clerks are also required to pass annual examinations to determine their knowledge of regulations and procedures.

There are excellent opportunities for advancement beyond the level of postal clerk including the postal officer class. In addition, promotion competitions are held which permit advancement to higher levels in other classes in the Post Office Department.

Mail Handlers handle mail in bulk and their typical duties include the handling of mail or bags of mail at a post office or railway station; loading or unloading mail into or from railway cars, conveyor systems and trucks; opening and dumping bags of mail; performing minor sortation tasks and other duties. While the work is on a 7-day week, 24-hour shift work basis, you will work only a 5-day, 40-hour week and this necessitates changing your days off. Duties may be performed inside or outside under varied weather conditions. Boot allowances and protective clothing are provided where necessary.

No postal experience is necessary for this position but the ability to operate simple mechanical equipment and a satisfactory physical condition are requirements for this work.

The entrance test consists of a written general knowledge paper and an oral examination. Advancement is normally to the supervisory mail handler class, but other avenues of promotion are available to qualified personnel.

Assistant postmasters in post offices of small communities perform all the various tasks which are required for the movement of mail.

Though not required to handle the high volume of mail which is received and despatched by larger post offices, these employees will be receiving and sorting incoming mail for general delivery, lock boxes, and rural mail delivery routes. Other duties will include maintenance of records, selling postage, and unemployment insurance stamps, and conducting money order and savings bank transactions.

All of the foregoing classes in the Post Office Department have residence qualifications. You may learn about these from advertisements in the newspapers or information posters on display in post offices or offices of the National Employment Service and Civil Service Commission.

#### *Customs Excise Officers*

The life of a customs excise officer is one of the more interesting and varied careers offered to any one contemplating employment in the Civil Service.

The customs and excise division is one of the two divisions that form the Department of National Revenue, and it is responsible for the administration and enforcement of the Customs Act, Customs Tariff Act, Excise Act, and Excise Tax Act. As a customs excise officer you will help collect and account for some of the excise duties, and excise taxes, and help control the movement of all goods in and out of Canada at one of the 280 ports of entry across the country.

Recruitment to the customs and excise division is made at several levels depending on the geographical location and size of port, but generally speaking, you will enter the service as a customs excise officer 1 or 2. The Customs Excise Officers are primarily engaged in office clerical duties, and the Customs Excise Officers also examine passengers' baggage and other commodities arriving by truck, rail, water, and air.

*Customs officer provides assistance at one of many ports of entry across Canada.*



To become a customs excise officer 1 you must have knowledge equivalent to that attained through 10 progressive years of schooling and 2 years office or business experience; or completion of secondary school education and 1 year's office or business experience. You must be 18 years of age, and must pass a written and oral examination.

To become a customs excise officer 2 you must have knowledge equivalent to that attained through 10 years of progressive schooling and 3 years office or business experience, or completion of secondary school education, and 2 years' office or business experience. You must be 21 years of age and pass a written and oral examination.

During your first year you will receive training on the job. Following this you will find that there are numerous opportunities for advancement within the division as the employee develops knowledge through experience and self-initiative. As a customs excise officer you may be in a job where you meet the public often and therefore you should have maturity, tact and good judgment. If you are meeting the public frequently you will be supplied with uniform clothing.

## General Information

### Salary

Starting salaries for these and other jobs in the civil service compare favourably with those in private industry. Generally your starting salary may range from \$182 to \$260 a month, depending on the amount of education and experience that is required, and the nature of the duties of your position. In some classes, for example, clerks, stenographers, typists and office equipment operators, starting salaries may be based on education or experience or both and therefore, if you have completed secondary school (grade 11 or 12 according to provincial educational standards) you may start at a higher rate than the minimum specified. In some instances any additional education you have may be substituted for experience requirements at higher levels; on the basis of one year of experience for one year of education. For example, completion of secondary school education and an additional successfully completed year of formal academic education beyond this school level may be substituted for one year of experience. In the cases of the electronic data processor class, one year of education may be substituted for six months of experience.

You will receive annual salary increases — even semi-annual increases — for satisfactory service. Of course, any promotions you earn will bring you an increase in your salary. Payday comes twice a month.

### *Conditions of Work and Benefits*

Most civil servants work  $7\frac{1}{2}$  hours a day 5 days a week for a total of  $37\frac{1}{2}$  hours a week. In summer the work day may be somewhat shorter and in winter somewhat longer in certain areas of the country. If asked to work overtime most civil servants receive extra pay or time off.

The fringe benefits available to you are many and varied. Among these are 10 holidays a year and 3 weeks' annual vacation leave (4 weeks after 20 years' service). However you will not be entitled to vacation leave until you have been in the service for six months. You will earn three weeks' annual sick leave with pay, (accumulates from year to year when not used), and other forms of leave for special purposes. You will be enrolled in one of the most comprehensive superannuation plans available in Canada and if you wish, you may enroll in an excellent surgical medical plan, and take out low cost term insurance.

### *Promotions*

Promotions are usually made on a competitive basis and openings are advertised in your department. These

competitions may be open only to the employees in your department, or they may be open to the employees of all departments.

### *Career Development*

Your progress will depend on you — this is in direct relationship to your ability on the job and your contribution to the work. For the talented young person there is practically no limit to advancement. There are also excellent training programs to hasten the development of those who demonstrate ability and initiative. You will be given increasing responsibility as your interests and ability warrant.

### *Your Application*

If you think there may be a job for you in the civil service you should investigate — it is quite easy to apply. Your own school placement office may have the information you need. If not, any Civil Service Commission office may have the information you need. If not, any Civil Service Commission office listed in the back of this booklet that is nearest to you will be glad to help. Posters advertising these and other jobs are put up in post offices, national employment offices, and the Commission offices. You may also obtain application forms CSC 100 (English) and CSC 100F (French) from any of these offices.

### *Where to Apply*

All applications and correspondence should be addressed to that office of the Civil Service Commission which is indicated on the particular poster for the competition.

### *When to Apply*

Competitions are normally held whenever there is a need for people to do a particular job. This may mean that a competition for a particular job may be held only once a year. And only people who have entered a competition conducted by the Civil Service Commission can qualify for a job in the civil service. However, to help secondary school students, competitions for jobs mentioned in this booklet are normally held in the spring.

### *How to Apply*

The special application forms must be used and should be filled out accurately and completely. In making your application please state clearly the field of work in which you are interested and insert the competition number indicated in the poster or press announcement of the competition. For each particular type of job there is a particular competition. Therefore, if you are interested in more than one type of job you should submit a separate application form for each

competition. If you fail to qualify for any particular job this will not affect your chances for another one, since your qualifications for another job may be much better. You should remember that it is important that you send your applications to the Commission by the closing date specified on the poster, otherwise you cannot be considered for that competition.

#### *After You Apply*

No matter when you wish to join the service you will be required to take an examination once you have applied to the Civil Service Commission for a job. The Commission acts as the central recruiting agency for the federal civil service and is responsible for the appointments to the service. Depending on the competition you enter the examination may be written, oral, a demonstration of skill, or any combination of these. You need not worry about trying such an examination. It is as fair as is possible and is your guarantee of impartial consideration. The written examination is a general knowledge paper for which you need no preparation, and where possible it is held at or near your home area, approximately three weeks after the closing date on the poster. If you do not live in one of these examination centres you must report to the closest one at your expense. In most cases the written tests are followed by a test of your skill if, for

example, you are a typist, keypunch operator, or a draftsman.

Because of the large number of applicants and because of the fair consideration given to each one, it is understandable that the results are not available immediately. Normally, they are sent out two to three weeks after the examination. If you are successful in the examination, your name will be ranked on an eligible list according to your results. In some instances the number of names on the list exceeds the number of positions immediately available. Therefore, the list is valid for one year from the time your results are established. When your name is reached on the list a position will be offered to you. If you are not available at that time you will not lose your chance for appointment during the 12-month period. However you must inform the Commission when you wish to be considered. If there is a position open it can be offered to you.

As you have just seen from the examples of jobs outlined in this booklet, there is a variety of jobs in the civil service from which to choose to form the basis for your career. If you are interested, send in your application as soon as you can. It could be the first step to a fine career.

## CIVIL SERVICE COMMISSION OFFICES

### *Newfoundland District Office*

Marshall Building,  
127 Water Street,  
St. John's, Newfoundland  
Tel.: 578-7778

### *Halifax District Office*

Ralston Building,  
105 Hollis Street,  
Halifax, Nova Scotia.  
Tel.: 423-9321

### *Saint John District Office*

Post Office Building,  
Canterbury Street,  
Saint John, New Brunswick  
Tel.: 693-2769

### *Moncton Sub-Office*

New Federal Building,  
Room 404,  
1081 Main Street,  
Box 548,  
Moncton, New Brunswick.  
Tel.: 384-8088

### *Montreal District Office*

1165 Bleury Street,  
Room 1038,  
Montreal 1, P.Q.  
Tel.: 861-2731

### *Ottawa, Ontario (Head Office)*

Jackson Building, 122 Bank Street, Ottawa 4, Ontario.

### *Quebec Sub-Office*

3 Buade Street,  
Corner DuFort Street,  
Post Office Building,  
Quebec 4, P.Q.  
Tel.: 524-4430

### *Ottawa District Office*

The Excelsior Life Insurance  
Building,  
270 Laurier Avenue West,  
Ottawa 4, Ontario.  
Tel.: 992-6128

### *Toronto District Office*

25 St. Clair Avenue East,  
Toronto 7, Ontario.  
Tel.: 924-1471

### *London Sub-Office*

388 Dundas Street,  
London, Ontario.  
Tel.: 432-2141

### *Winnipeg District Office*

Room 702,  
Winnipeg General Post Office  
Bldg.,  
266 Graham Avenue,  
Winnipeg 1, Manitoba.  
Tel.: 943-4468

### *Regina District Office*

341 Motherwell Building,  
Victoria Avenue & Rose Street,  
Regina, Saskatchewan.  
Tel.: 522-0289

### *Saskatoon Sub-Office*

310 London Building,  
Saskatoon, Saskatchewan.  
Tel.: 242-7771

### *Edmonton District Office*

Room 766,  
Federal Public Building,  
107 Street & 99 Avenue,  
Edmonton, Alberta.  
Tel.: 424-0251

### *Calgary Sub-Office*

630 Public Building,  
Calgary, Alberta.  
Tel.: 266-3160

### *Vancouver District Office*

Sixth Floor,  
1110 Georgia Street West,  
Vancouver 5, British Columbia.  
Tel.: 681-5251

### *Victoria Sub-Office*

Room 401,  
New Federal Building,  
1230 Government Street,  
Victoria, B.C.  
Tel.: 385-6787



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